

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE INSTRUCTION
36-3603**



7 NOVEMBER 2014

Personnel

**TEAM TINKER MILITARY AND
CIVILIAN OF THE YEAR ANNUAL AWARD
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, Awards and Decorations Programs. It establishes procedures for the Tinker AFB annual awards program intended to appropriately recognize significant achievements, abilities and initiatives of all military and civilian personnel assigned to or stationed at Tinker AFB. This instruction applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional’s chain of command. Participation in these programs by organizations and personnel assigned or attached to Tinker AFB is voluntary. The term “Team Tinker” includes all associate units, i.e. DLA/DDOO, DISA, U.S. Navy, AFLCMC, 38 CEG, 507 ARW, 552 ACW, etc, and each AFSC wing and staff/directorate office. It is the responsibility of each organization to develop their own program for determining their top nominations.

Chapter 1

ELIGIBILITY CRITERIA

1.1. Civilian of the Year Award.

1.1.1. Only nominate those individuals whose duty performance and personal character are consistent with integrity, service before self, and excellence in all we do.

1.1.2. Previous winners are not eligible to compete for this award for a period of two consecutive years.

1.2. Wiley Post Civilian Leadership Award.

1.2.1. Nominees must have been employed at Tinker AFB for at least one year.

1.2.2. Nominees must have performed acts that inspire others by personal example, character and conduct displayed as a leader in and out of the workplace.

1.2.3. Previous winners are not eligible to compete for this award for a period of two consecutive years.

1.3. Military of the Year Award

1.3.1. Reference TI 36-2801 for military award nominee eligibility requirements.

Chapter 2

NOMINATION AWARD CATEGORIES

2.1. Civilian of the Year Award.

2.1.1. Category 1: GS-1 thru GS-7; WG-1 thru WG-8; and WL-1 thru WL-6(NAF Equivalents: NF-III and below; CY- 5 and below; NA-7 and below; NL-7 and below; and NS-7 and below)

2.1.2. Category 2: GS-8 thru GS-11; WG-9 thru WG-15; WL-7 thru WL-13; and WS-1 thru WS-10(NAF Equivalents: NF-IV; NA 12-15; NL 8-15; and NS 8-10)

2.1.3. Category 3: GS-12; WL-14 thru WL-15; and WS-11 thru WS-13 (NAF Equivalents: NF-IV; NL-15; and NS 14-19)

2.1.4. Category 4: GS-13; and WS-14 thru WS-16 (NAF Equivalents: NF-V; NL-15; and NS 14-19)

2.1.5. Category 5: GS-14 thru GS-15; and WS-17 thru WS-19 (NAF Equivalents: NF-V)

2.1.6. Category 6: Rookie of the Year--Any civilian employee with two or less years of federal service.

2.2. Wiley Post Civilian Leadership Award.

2.2.1. Supervisory (GS/WS/NAF)

2.2.1.1. First- and Second-Level Supervisor

2.2.1.2. Manager (Defined as those employees who hold leadership positions at the squadron or division-level and above)

2.2.2. Non-supervisory (GS/WG/NAF)

2.2.2.1. GS-09/WG-09/NAF and below/equivalent

2.2.2.2. GS-10/WG-10/NAF and above/equivalent

2.3. Military of the Year Award.

2.3.1. Reference TI 36-2801 for military award nominee categories.

Chapter 3

RESPONSIBILITIES

3.1. Civilian of the Year Award and Wiley Post Civilian Leadership Award.

3.1.1. The Team Tinker Awards Committee Chair/Co-chair will:

3.1.1.1. Organize and lead the Tinker AFB Annual Awards Committee in all necessary event planning activities.

3.1.1.2. Solicit and receive nominations by mid-Feb for the past calendar year.

3.1.1.3. Solicit members for the selection board.

3.1.1.4. Coordinate with the 72 ABW Command Section to establish/finalize the date of the Tinker AFB Annual Awards event.

3.1.1.5. Obtain awards and arrange for the appropriate presentation to the winners at the recognition event held solely for that purpose.

3.1.1.6. Commence event planning no later than 1 Nov.

3.1.2. The 72 ABW Team Tinker Military of the Year Committee will:

3.1.2.1. Participate in yearly award event

3.1.2.2. Provide additional military member volunteers to serve on the Team Tinker Awards Committee.

3.1.2.3. Reference TI 36-2801 for additional military award responsibilities.

3.1.3. Nominating organizations will:

3.1.3.1. Ensure nominees hold the grade of the nomination category for more than half the nomination period.

3.1.3.2. Ensure nominees are free from any action which resulted in administrative action or judicial punishment during the nomination period.

3.1.3.3. Ensure award submittal(s) meet requirements as noted in attachments.

3.1.3.4. Provide a judge (GS-14/equivalent or higher) to review and score nomination packages as a member of the selection board.

3.1.3.5. Provide a minimum of two volunteers to participate in committee planning activities.

3.1.3.6. Strongly consider paying for their finalists' banquet tickets plus one additional spouse/guest ticket.

3.1.4. Funding.

3.1.4.1. Funding required to purchase trophies for the awards event will be equally shared by the following organizations: 72 ABW, OC-ALC, 448 SCMW, AFSC Staff/Directorate Offices.

3.1.4.2. Committee chairs will resolve all funding questions/issues.

3.1.4.3. 72 ABW/CCC will fund the trophies for the military awards portion of the awards event.

Chapter 4

COMMITTEE COMPOSITION

4.1. Civilian Award Selection.

4.1.1. The Team Tinker Awards Committee will be chaired and co-chaired by a GS-14, who will be selected by 72 ABW/DS.

4.1.2. The chair and co-chair will be selected by 1 Oct each year. Each will serve a two-year term. At the end of a one-year term, the co-chair will then serve as chair for the following calendar year. The chair and co-chair position will rotate between Team Tinker's major offices each year. The rotation succession order is as follows:

Table 4.1. Chair and Co-Chair Rotation Succession Order

COMMITTEE CHAIR	COMMITTEE CO-CHAIRPERSON
OC-ALC	448 SCMW
448 SCMW	AFSC STAFF/DIRECTORATE OFFICES
AFSC STAFF/DIRECTORATE OFFICES	OC-ALC

4.1.3. 72 ABW/CCC will appoint an additional co-chair representing the military awards.

4.1.4. The committee will consist of at least two representatives from each participating wing, staff/directorate office combined and equivalent tenant organization and those military members selected by 72 ABW.

4.2. Military of the Year Award.

4.2.1. Reference TI 36-2801 for military award committee selection.

Chapter 5

NOMINATIONS

5.1. Civilian of the Year Award and Wiley Post Civilian Leadership Award.

5.1.1. Nomination packages will be submitted to the Team Tinker Awards Chair and Co-Chair by mid-Feb for the past calendar year and will include the following:

5.1.1.1. Calendar year accomplishments that have been exceptional and above and beyond that of others who perform similar duties and outstanding achievements and/or improvements in support of the mission. This should include, but is not limited to, mission cost savings, individual recognition, individual awards, etc., leadership/command, initiative and contributions to organization's morale.

5.1.1.2. Nomination will cover only the period for which the award is to be made (i.e., the previous calendar year) and will be limited to one page (bullet statements; front of form only).

5.1.2. The nomination will be prepared on AF Form 1206 (30 bullets), *Nomination for Award*, (example attached) and submitted electronically. A separate biographical sketch of the nominee should be included. The bio should include as much personal data as the nominee wishes to provide, such as: hobbies/interests, family data and fraternal/church affiliations and be limited to approximately one-half page in length. Three pictures will also be included with the package: one official photo, one in the workplace and one at home or play.

5.1.3. Nominations not in the correct format and not submitted by established due dates will not be accepted. The committee chair will determine compliance and adjudicate any issues, questions and/or extenuating circumstances.

5.1.4. To properly scope the awards event, the committee may limit the number of nominees who will become finalists for the awards program.

5.1.5. Individuals may only be nominated for one of the listed awards/categories.

Chapter 6

JUDGING CRITERIA

6.1. Civilian of the Year Award.

6.1.1. Duty Accomplishments/Mission Impact (50 points). This section will include exceptional performance in completing assigned duties and going beyond the “expected”. Also, include any employee recognition such as other awards, Letter of Commendation (LOC), coins, etc. Address any favorable outcome or impact, money saved or other outstanding accomplishments to the mission and how it was achieved.

6.1.2. Projects outside of normal tasking (10 points). This section will show employee’s initiative, role model behavior and/or take-charge attitude.

6.1.3. Self-Improvement (10 points). This section should emphasize items that improve the nominee’s ability to do their duties.

6.1.4. Community Service/Volunteer Work (10 points). This section will include any community service/volunteer work the nominee has performed.

6.2. Wiley Post Civilian Leadership Award.

6.2.1. Leadership that furthered the mission (10 points). This section will demonstrate the employee’s leadership impact on mission accomplishment.

6.2.2. Leadership in support of community activities (10 points). This section will show employee’s leadership impact on community activities.

6.2.3. Leadership acts that inspired others (10 points). This section will show evidence of acts performed by the employee that had great impact on others.

6.3. Military of the Year Award.

6.3.1. Reference TI 36-2801 for military awards judging criteria.

Chapter 7

AWARDS

7.1. Civilian of the Year Award and Wiley Post Civilian Leadership Award.

7.1.1. Certificates and Mementos

7.1.1.1. All finalists in each category will receive an appropriate award and/or certificate of appreciation.

7.1.1.2. Winners for Tinker Civilian of the Year and Wiley Post Civilian Leadership categories will receive an appropriate award and/or memento.

7.1.2. Time-Off Awards (TOAs)

7.1.2.1. TOAs will be created by the committee and staffed to 72 ABW/DS for approval for all AFMC Team Tinker civilian award nominees and winners. All other individuals representing a tenant organization will be created, staffed and approved by their organization

7.1.2.2. Winners will receive a 24-hour TOA.

7.2. Military of the Year Award.

7.2.1. Reference TI 36-2801 for military awards.

CHRISTOPHER P. AZZANO, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 09 May 2014

TINKERAFBI36-2801, *Enlisted and Company Grade Officer Awards and Recognition Program*, 3 December 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 26 September 2012

Abbreviations and Acronyms

ABW—Air Base Wing

ACW—Air Control Wing

AFB—Air Force Base

AFLCMC—Air Force Life Cycle Management Center

AFSC—Air Force Specialty Code

ARW—Air Refueling Wing

CEG—Civil Engineering Group

DISA—Defense Information Systems Agency

DLA—Defense Logistics Agency

GS—Government Schedule

NAF—Non Appropriated Funds

OPR—Office of Primary Responsibility

RDS—Records Deposition Schedule

TOAs—Time Off Awards

USAF—United States Air Force

WG—Wage Grade

WL—Wage Leader

WS—Wage Supervisor

Attachment 2

**CIVILIAN OF THE YEAR AWARD AND WILEY POST CIVILIAN LEADERSHIP
AWARD NOMINATION CHECKLIST**

**Table A2.1. Civilian of the Year Award and Wiley Post Civilian Leadership Award
Nomination Checklist**

<input type="checkbox"/> AF Form (IMT) 1206, NOMINATION FOR AWARD (most current version on the web), or equivalent for associate (Non-AF) organizations
<input type="checkbox"/> Each section on top portion of form is completed
<input type="checkbox"/> Bullet format (limited to 30)
<input type="checkbox"/> Single spaced, except double between captions
<input type="checkbox"/> Font provided on form has not been changed (recommend using the form's default font, usually Times New Roman 12 pt.)
<input type="checkbox"/> Does not exceed one page (to include acronym list)
<input type="checkbox"/> Each criteria has been addressed
<input type="checkbox"/> Bio completed (separate, approximately one-half page)
<input type="checkbox"/> Privacy Act Statement completed
<input type="checkbox"/> Pictures (one official photo, one in the workplace and one at home or play). Label files so they are easy to identify i.e. smithofficial.jpg, smithwork.jpg ect.)

Attachment 3

EXAMPLE AF FORM 1206

Figure A3.1. Example AF Form 1206

NOMINATION FOR AWARD		
AWARD See Page 2, Section 2.1 or 2.2 Title (as applicable)	CATEGORY (if applicable) See Section 2.1 or 2.2	AWARD PERIOD Calendar Year 2011
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Full Name of Nominee	SSN (Enter Last 4 Only) XXXX	MAJCOM, FOA, OR DRU e.g. AFMC
DAFSC/DUTY TITLE PP-Series-Grade-Title	NOMINEE'S TELEPHONE (DSN & Commercial) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Agency/Office Symbol, Street Address, Tinker AFB, OK ZIP		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Rank, Division/Group Level Name, Telephone Number		
SPECIFIC ACCOMPLISHMENT (Use single-spaced, bullet format) <i>See Section 6.1 for Team Tinker AFB Civilian of the Year Criteria (applicable to all six categories)</i>		
DUTY ACCOMPLISHMENTS/MISSION IMPACT (This area is worth 50 points.)		
PROJECTS OUTSIDE OF NORMAL TASKING (This area is worth 10 points.) This element will show employee's initiative, role model behavior and/or take-charge attitude.		
SELF-IMPROVEMENT (This area is worth 10 points.) This element should emphasize items that improve the nominee's ability to do their duties.		
COMMUNITY SERVICE/VOLUNTEER WORK (This area is worth 10 points.) This element will include any community service/volunteer work the nominee has performed.		
<i>See Section 6.2 for Wiley Post Civilian Leadership Criteria (applicable to all four categories)</i>		
LEADERSHIP THAT FURTHERED THE MISSION (This area is worth 10 points.)		
LEADERSHIP IN SUPPORT OF COMMUNITY ACTIVITIES (This area is worth 10 points.)		
LEADERSHIP ACTS THAT INSPIRED OTHERS (This area is worth 10 points.)		
NOTES:		
1. Use AF Form (IMT) 1206 default font		
2. Use bullet statements, single spaced		
3. Limited to 30 bullets		
4. Double space between captions.		

Attachment 4

PRIVACY ACT STATEMENT

Table A4.1. 1 Privacy Act Statement

AUTHORITY: Solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (USC), Section 552a, and published in title 32, Code of Federal Regulations (CFR), Section 806b), and is authorized by federal statues (5 USC 301 and 10 USC 8012).

PURPOSE: The principal purpose for the information’s use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD.

TYPE or PRINT NAME OF AWARD

CATEGORY (IF APPLICABLE)

Signature of Nominee

Date

TYPE or PRINT Nominee’s Name